

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 01-17 Subject: Incentive Awards	Effective Date: 8/31/04	Revision Date:
---	-------------------------	----------------

I. Policy Statement

The Division shall follow Department Policy 02-08, in recommending and awarding incentive awards. Incentive awards are not to be given in lieu of merit increases.

II. Rationale

This policy is to further define the process the Division shall use in implementing an Incentive Award Program within Department Policy 02-08. Division Incentive Awards Program goals are:

- A. acknowledge employees who deserve recognition;
- B. reward employees for exceptional work;
- C. motivate employees to perform at a higher level of quality;
- D. ensure equity and impartiality in the administration of awards.

III. Procedures

- A. An Incentive Award nomination may be initiated by any Division employee and may be precipitated by individuals outside of the Division who have direct knowledge of the achievement of the employee(s) being nominated.
- B. Administrative leave shall be granted in accordance with Department Policy 02-08.
 - 1. Recommendations for administrative leave up to eight (8) hours shall be submitted to the nominee's PD.
 - 2. Only the Division Director, Deputy Director or PDs may approve administrative leave up to eight (8) hours.
 - 3. Recommendations for administrative leave for over eight (8) hours shall be submitted to the Division Director for review and recommendation to the Department Executive Director.
 - 4. Only the Department Executive Director may approve administrative leave for over eight (8) hours.
- C. Cash award nominations shall be submitted to the Division Incentive Awards Committee.
 - 1. Each program area (Correctional Facilities, Rural Programs, Community Programs, Early Intervention Services, and Administration) of the Division will have one representative on the Incentive Awards Committee.

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 01-17
Subject: Incentive Awards

Effective Date: 8/31/04

Revision Date:

- a. Individual members shall be appointed to serve on the committee by the program director (PD).
 - b. The committee shall select a chair to coordinate the committee's activities.
 - c. The committee members shall serve for one- (1) year terms except for the first term, where three (3) members will be appointed for eighteen (18) months.
2. The committee shall decide on merits or recommendations and classification of awards based on the Department's Incentive Award Policy.
 - a. The committee may refer the nomination back to the nominator or may research beyond the description accompanying the nomination, if it feels that more information is needed to make a decision.
 - b. The committee shall meet at least quarterly to consider nominations.
 - c. The committee shall be responsible to disseminate information regarding award nominations, determinations, and to elicit and provide feedback to management.
 - d. The committee chair is responsible for documenting meetings and decisions based on the Department's Incentive Award Policy.
 - e. The committee shall review all submitted nomination forms to assure adherence to Division Incentive Award Policy and Procedure.
 - f. The committee shall return nominations with documentation to the APD if there is an adjustment to the original request.
 - g. It will be the responsibility of the committee to forward awards to the nominee's APD, after the Division Director's approval, who will, in turn, distribute the award in a manner they deem appropriate.
 - h. The Division's administrative secretary shall keep all Division Incentive Awards Committee documentation for a period of two (2) years at the Division's Administrative Office.
3. All nominations shall have the nominee's supervisor's input and signature. If approved, the supervisor shall forward the nomination form to the appropriate assistant program director (APD). The supervisor shall maintain rejected nominations and documentation for a period of one (1) year.
4. The APD shall coordinate nominations, as soon as possible, but no later than thirty- (30) days from receipt.
 - a. The APD shall provide a list of all nominations to the respective PD for their review prior to it being submitted to the Division Incentive Award Committee.

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 01-17
Subject: Incentive Awards

Effective Date: 8/31/04

Revision Date:

- b. The APD shall submit the nominations to the Division Incentive Awards Committee through the Division administrative secretary.
 - c. The APD may review nominations for consistency with their administrative team prior to submission to the Division Incentive Awards Committee.
- 5. The number of awards issued by each office or facility shall be tracked on a monthly basis. Information tracked, shall include the names of all recipients and the reason(s) for the award and the type of award. The supervisor shall track use of administrative leave. The employee has one (1) year to utilize leave from the time leave was awarded.
- D. The nomination shall be made as soon as possible, but no later than six (6) months from the date of occurrence, completion or action for which the employee is being nominated.
 - 1. Nominations may be submitted at any time during the fiscal year, but need to be submitted no later than May 1st, to be considered for that fiscal year.
 - 2. Money will be awarded as funding becomes available, and priority will be given to those submitted first.
- E. Recommendation for Incentive Awards shall be submitted on a Division of Juvenile Justice Services Incentive Award Nomination Form.
 - 1. The nominator and the nominee's direct supervisor must complete this form.
 - 2. Forms must be complete and typed to be considered for an award. Justification for the award shall be typed as a separate document and attached to the form.
 - 3. Supervisor's input and signature are required prior to submission to the APD and review by Incentive Awards Committee.
 - 4. Nominators shall identify the criteria for the award by checking the appropriate box on the Division of Juvenile Justice Services Incentive Award Nomination Form.
- F. The supervisor, Incentive Award Committee, APD and PD shall not divulge any information to the nominee nor nominator before the process is complete.

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 01-17 Subject: Incentive Awards	Effective Date: 8/31/04	Revision Date:
---	-------------------------	----------------

- G. Division Recognition Awards require approval of the Division Director before notification is given to the employee.
- H. Department Recognition Awards require approval of the Department Executive Director before notification is given to the employee.
- I. The office support staff required to submit payroll and HR actions shall make sure permanent records of all awards are placed in the employee's personnel file.

IV. Continuous Renewal

This policy shall be reviewed one (1) year from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date